

**Town of Brentwood
Budget Committee Meeting
Minutes of November 17, 2008**

Present: Jane Byrne Chairman, Tracie May, Jeff Bryan Selectmen's Rep, Ken Christiansen, Jason Clark School Committee's Rep, Elyse Seeley, Bill Faria, and Bob Mantegari.

The meeting was called to order at 7:10 PM

Prior meeting minutes approved

Elyse made a motion to accept the 10/28/08 minutes as amended. The motion was seconded and carried.

“Punch List” Items:

Open items from 10/28 punch list

1. Jeff requested, but has not received, requests for breakdown of revenues generated by the Recreation Dept.
2. Elyse to get a list of SAU items that could adversely impact the Brentwood 2009 Town budget.

NEW

3. Jeff to follow up with Emergency Mgmt. re: whether they will be buying the PC and software to connect to Seabrook with the money remaining in their budget
4. Jeff to follow up with Fire Dept. re: Ambulance revolving account detail; dues and subscriptions; and office supplies
5. Jason to follow up with School Comm. 1.) amount of funds returned to the Town from SAU16 and Swasey; 2.) get a clear understanding of the following line items: Support Services Other - Retirement Certified and Retirement Non-certified. And, re: salary line for Special Educ Aides, Principal Ostrowski is looking into the run rate (appears to be an error).

Town of Brentwood Budgets (Jeff Bryan). Review of Selectman's decisions at their 11/4 and 11/10 meetings for 2009 dept. budgets. Discussion/questions centered on the following items:

- Cemetery stipend for bookkeeper was requested at \$1000, Selectmen approved \$500.
- Zoning Board budget was approved at a lower level than 2008 due to reduction in number of variances being requested.
- Town Meeting budget is reduced in 2009 due to fewer elections being held in a non-presidential year.
- Accounting/Auditing budget is lower in 2009 due to Selectman's reduction of the bookkeeper's salary by 8 hours per week.
- Code Enforcement budget is lower due to a reduction in the building inspector's work load, and the attendant lower salary. Additionally, test pit fees and driveway fees are anticipated to be 50% lower than 2008.
- Library budget received one of the few increases in budget dollars @ 5.1%. This is due to an increase in # of hours to be worked, the increased costs of propane, and money set aside for building maintenance.
- Fire Department's non-cola related salary increased for the first time in 5 yrs due to raises for the 2 full-time firefighters. In addition, \$1,300 is being taken from the contingency fund in 2008 to buy 4 new tires for one of the trucks.

Cooperative Advisory Board (Elyse Seeley). No update on budget will be available until December.

Brentwood School Board. (Jason Clark).

- Jason Clark has taken Charlie Gargaly's place as Brentwood School Board representative to the Budget Committee.
- Two items need further discussion after Jason is able to provide the Committee with additional information.

Other (Elyse Seeley)

- Suggested that Budget Committee members tour town properties and Swasey to gain historical and current perspective on condition of buildings and grounds, an understanding of maintenance issues and capital needs, and gives the Committee perspective on operations and operating costs in general.
- Tracie to inventory a list of the properties and bring to the Committee for consideration.

Next meeting: November 24th, with a future meeting on Dec 18, 2008. Scheduled meetings in 2009 include, January 5, 12, 29 and 26th. The upcoming meeting dates are posted at the Town Offices and the Library.

The meeting adjourned at 8:55.

Minutes taken and reported by Tracie M May